



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF, MEDICAL RECORDS SERVICES

Class No. 003041

■ CLASSIFICATION PURPOSE

To establish and evaluate the implement policies and procedures related to medical records services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is allocated to the Mental Health division of the Health and Human Services Agency and the Sheriff's Department. Under administrative direction, the Chief, Medical Records Services, provides professional, technical expertise and consultation regarding medical records services. The position in the Sheriff's department serves as the HIPAA Privacy Officer for the Medical Services Division.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Formulates institutional policies, rules and regulations regarding the content of medical records.
2. Monitors compliance with medical records policies and develops reports related to findings.
3. Conducts educational programs for clinical facility personnel on record documentation, data reporting, and reimbursement.
4. Establishes and implements procedures to ensure accuracy, completeness, and consistency of data collection from medical records.
5. Organizes health care data for presentation to regulatory bodies.
6. Develops and implements County-wide policies and procedures related to confidentiality and retention and retrieval of medical records.
7. Provides upper level management with reports and findings on the implementation and progress of the medical record system.
8. Interprets and disseminates information on new and revised rules and requirements of regulatory bodies in regard to medical records.
9. Designs and implements a quality assurance program for medical records.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Techniques and methods of analyzing and recording medical information.
- Medical and psychiatric terminology and current Diagnostic Statistical Manual classification.
- Applicable Federal, State, local and regulatory agency rules, regulations and standards.
- Methods and techniques of coding and abstracting using the ICD-9CM coding system.
- Principles, practices and legal implications of medical records keeping.
- Quality assurance standards.
- Automated information systems and computer applications.

- The General Management System (GMS) in principle and in practice.
- Telephone, office, and on-line etiquette.
- County customer service objectives and strategies

Skills and Abilities to:

- Interpret and communicate policies, procedures, and standards.
- Identify, define, develop and implement solutions to problems related to medical records regulations, standards, processes or procedures.
- Train medical records staff.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is completion of an American Health Information Management Association accredited medical records administration program and four (4) years of progressively responsible management experience in medical records administration in a position requiring certification as a Registered Health Information Administrator.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of neck. Frequent standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California Class C driver's license is required at time of appointment.

Certification/Registration

A certificate as a Registered Health Information Records Administrator issued by the American Health Information Medical Association.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background check.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: October 28, 1986
Revised: August 30, 2002
Reviewed: Spring 2003
Revised: June 15, 2004